



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

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September 23, 2013

***Position Announcement
Open Competitive***

**Bureau of Litigation
Public Safety Division
Carson City**

POSITION TITLE: Deputy Attorney General.

DUTY STATION: Carson City, Nevada
Office located at 555 Wright Way, Carson City

APPROXIMATE SALARY: \$71,639.28 - \$95,650.00 - Employee/Employer Paid
\$63,468.10 - \$84,740.00 - Employer Paid

POSITION STATUS: Exempt (FLSA); serves at the will of the Attorney General; employment with the Attorney General's Office is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

POSITION SUMMARY: This position is in the Public Safety Division of the Litigation Bureau in the Attorney General's Office. The deputy assigned to this position primarily provides legal representation to the Department of Motor Vehicles (DMV) and the Department of Public Safety (DPS). The Department of Public Safety is comprised of various law enforcement divisions, including the Nevada Highway Patrol, Nevada Division of Investigation, Parole and Probation, Fire Marshal, and Capitol Police. The legal services include litigation and providing daily client advice. The legal areas involved include, but are not limited to, the statutory duties and functions of the state agencies served, plus contract, civil rights, torts, employment law, and asset forfeitures. The position may also be required to perform other assignments related to legal services provided by the Public Safety Division and the Office of the Attorney General. The position is under the direct supervision of a Senior Deputy in the DMV/PS Section and the Chief Deputy of the Public Safety Division. The duty station is located in the Department of Motor Vehicles' building at 555 Wright Way, Carson City, Nevada.

POSITION CHARACTERISTICS: The candidate selected will have a high degree of proficiency in legal research and writing, and public speaking ability. The candidate selected will demonstrate knowledge of state and federal court procedures, and the ability to become proficient in the various relevant areas of legal knowledge and skills required for the position. The selected candidate will demonstrate the capacity to establish successful interpersonal relationships, teamwork, plus excellent organization and time management.

EXAMPLES OF DUTIES: Duties may include, but are not necessarily limited to, providing legal representation to state agencies and officials in state and federal lawsuits, perfecting and defending appeals in state and federal appellate courts, opinion writing, regulation drafting and reviewing, and providing day-to-day legal counsel to state agencies and officials in particular areas of law in which the agency and officials function pursuant to enabling statutes and statutory mandates. Day-to-day counsel may also include general law pertaining to government operations, personnel, pay, and government contracts.

Some overnight travel is required.

QUALIFICATIONS

KNOWLEDGE REQUIRED:

The candidate chosen must possess, or have the ability to develop, knowledge of administrative law and practice, laws pertaining to State government affairs including personnel and contracting authority, the legislative process, state and federal rules of civil procedure and evidence, Word computer applications, Westlaw legal research applications, and the applicable rules of legal ethics and professional responsibility. The selected candidate must possess, or have the ability to develop, knowledge of Nevada's Open Meeting Law, NRS Chapter 241, and the rules of parliamentary procedure (Roberts' Rules).

SKILLS REQUIRED:

Successful candidates will possess effective written and verbal communication skills. Successful candidates will possess or be required to develop effective dispute resolution advocacy skills in administrative and judicial proceedings, appellate advocacy skills, and the ability to analyze and resolve complex legal problems. Successful candidates will know the proper application of legal principles to resolve disputes, conduct legal research and draft legal documents. Successful candidates will be able to function when necessary as part of a team, contributing effectively to the accomplishments of the team, and the goals and objectives of the Attorney General's Office. Successful candidates will be professional, well-organized, self-motivated, punctual, prompt, and possess leadership skills.

PHYSICAL DEMANDS:

This position requires mobility to work in a typical office setting and use standard office equipment; and to travel to client offices and courts in various parts of the state. The position requires vision sufficient to efficiently and effectively read printed materials and

a computer screen; hearing and speech sufficient to effectively communicate in person and over the telephone, and in a clear and understandable manner. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

EDUCATION AND EXPERIENCE:

Applicants must be admitted to practice law by the Nevada State Bar, and all courts in the State of Nevada, state and federal, and eligible for admission before the Ninth Circuit Court of Appeals.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The incumbent may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Applicants must e-mail, fax, or deliver a cover letter, resume and a writing sample **no later than close of business on Friday, October 4, 2013** to:

Michael Jensen, Senior Deputy Attorney General
555 Wright Way
Carson City, NV 89711
Fax number: (775) 684-4601
e-mail address: mjensen@ag.state.nv.us.

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